

## **Medical Cataloging Online Training Course Using MeSH in Cataloging**

1. Principles of subject analysis
2. Use of MeSH browser and Introduction to MeSH
  - Mechanics of using the browser; different views
  - MeSH update schedule
  - Terms not used by Cataloging (SCRs, check tags)
  - How to suggest new MeSH
3. Selecting the main concept
  - Primary vs. secondary headings
  - MARC coding
  - Use of PubMed for new or problematic concepts
4. Use of topical subheadings (qualifiers)
  - Identifying AQS
  - Subheading “trees”
5. Use of geographic headings
  - When appropriate
  - MARC coding (651)
  - AQS
6. Use of publication types (genres)
  - When appropriate
  - MARC coding
7. Using names as subjects
  - Use of NAF vs. MeSH
  - Adding MeSH for general type of name
8. Deconstructed headings vs. subject strings
  - What you see in different databases
  - How to convert from one form to another
9. Special considerations
  - Nursing vs Nurses’ instruction
  - Use of History terms
  - SPEC headings
  - Organism vs. Disease caused by an organism

## **Classification Training Outline draft**

1. General outline of NLM Classification and relation to LC Classification. Using the online tool found on NLM Classification homepage
2. General principles
  - Class by primary subject
  - Order of preference: Disease
    - Organ or region of the body affected
  - If several relevant areas in classification, class by emphasis, or if lacking, first subject
  - Begin with index-- but always check the schedules!
3. Form numbers
  - Relationship to PTs
  - Exceptional cases (e.g. history)
4. Table G
  - Permitted local practices
  - Policies regarding geographic name changes vs. corp. name changes
5. Bibliographies
6. 19th Century schedule and early printed books
7. Serials
  - W1
  - W2; WX2
  - Specifically marked numbers
8. Special NLM shelisting policies and procedures
  - Translations
  - Reprints
  - Facsimiles
  - Biographies